

AN ORDINANCE ALLOWING FOR THE EXCUSED  
ABSENCE AND PAYMENT FOR INDIVIDUALS WHO  
PROVIDE ELECTION-RELATED SERVICES.

WHEREAS, before January 1, 1993, City  
employees traditionally received paid time-off for  
Primary Election and General Election Days;

WHEREAS, paid time-off had been given to City  
employees in order to encourage the participation of  
these employees in the electoral process;

WHEREAS, Since January 1, 1993, the City has  
not listed election days as paid time-off days for most  
City employees;

WHEREAS, it is in the interest of the  
electoral process for the City of Fort Wayne to enact an  
Ordinance to allow for employees who become actively  
involved in the political process to help conduct the  
elections and work the polls on election days without  
losing pay;

NOW THEREFORE BE IT ORDAINED BY THE COMMON  
COUNCIL OF THE CITY OF FT. WAYNE, INDIANA;

SECTION 1. Regardless of political  
affiliation, City employees shall be excused from work on  
a Primary Election Day or General Election Day when  
engaging in the express activities outlined below.  
Employees so engaged shall receive the difference between  
their base pay for the day and any payment received for  
their election service, upon compliance with the  
requirements of this ordinance. Employees excused for  
work on these days must;

a.) work for the Allen County Election Board as  
Inspector, Clerk, Judge or Sheriff or in some  
other official capacity for at least eight (8)  
hours on the election day in question;

b.) serve as elected or appointed Ward Chairperson  
or Precinct Committeeperson (or Vice-Chair or



Vice Committeeperson) and actually work at  
least eight (8) hours in that capacity on the  
election day in question; or

- c.) assist a candidate or political party  
at the polls or in other election day related  
activity for a period of not less than eight  
(8) hours on the election day in question.

d. must be registered to vote in Allen County

**SECTION 2.** Notification of intent to be  
absent for such Primary or General Election Day activity  
must be given to the employee's supervisor at least four  
(4) calendar days before the Primary or General Election  
Day on which the absence will occur.

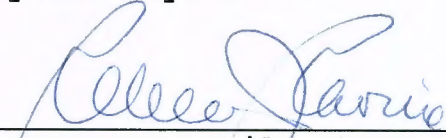
**SECTION 3.** Pay shall not be accorded an  
employee performing such activities on an election day  
until a "Certificate of Election Work" has been provided  
to the City by the employee. Such a "Certification" that  
the employee was in compliance with this ordinance shall  
be signed as follows;

a.) employees who work for the Election Board  
shall provide a signed "Certification" from  
the Allen County Election Board;


b.) employees who serve as Ward or Precinct  
officials shall provide a "Certification" that  
they hold such office and performed such work  
signed by their County Chairperson;

c.) employees assisting a candidate or political  
party shall provide as a "Certification", a  
notarized statement signed by the candidate  
for whom the employee performed such election  
day services, or signed by the County Chair of  
the political party for which such employee  
worked, indicating what election days  
activities were performed and for how long.

SECTION 4. That this ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

  
Councilmember

APPROVED AS TO FORM  
AND LEGALITY

  
J. Timothy McCaulay, City Attorney



Read the first time in full and on motion by Ravine, seconded by \_\_\_\_\_, and duly adopted, read the second time by title and referred to the Committee on Regulations (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Common Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on \_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

DATED: 4-12-94  
Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Ravine, seconded by \_\_\_\_\_, and duly adopted, placed on its passage.  
~~PASSED~~ LOST by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	<u>3</u>	<u>3</u>		<u>3</u>
BRADBURY	<u>✓</u>			
EDMONDS	<u>✓</u>			
GiaQUINTA				<u>✓</u>
HENRY				<u>✓</u>
LONG				<u>✓</u>
LUNSEY		<u>✓</u>		
RAVINE	<u>✓</u>			
SCHMIDT		<u>✓</u>		
TALARICO		<u>✓</u>		

DATED: 4-26-94  
Sandra E. Kennedy  
SANDRA E. KENNEDY, CITY CLERK  
Madge E. Shoff, Deputy Clerk

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as (ANNEXATION) (APPROPRIATION) (GENERAL) (SPECIAL) (ZONING) ORDINANCE RESOLUTION NO. \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_,

ATTEST: (SEAL)  
SANDRA E. KENNEDY, CITY CLERK  
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, at the hour of \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

SANDRA E. KENNEDY, CITY CLERK  
Approved and signed by me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_, at the hour of \_\_\_\_\_ o'clock \_\_\_\_\_ M., E.S.T.

PAUL HELMKE, MAYOR





# The City of Fort Wayne

Paul Helmke, Mayor

24-Hour Job Line (219) 427-1186  
Benefits Administration (219) 427-1198  
EEO/Affirmative Action (219) 427-1180  
Labor Relations (219) 427-1180  
Payroll (219) 427-1292  
Personnel (219) 427-1180  
TDD (219) 427-1180  
FAX (219) 427-1393

Department of Human Resources  
Room 380

## M E M O R A N D U M

To: Members of the City of Ft. Wayne Common Council

From: Nelson Peters, Director of Human Resources

Subject: Excused Absence for Election Related Services

Date: April 5, 1994

*8-94-04-06*

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On April 12, 1994, an ordinance to excuse the absence of employees who are involved in election related activities will be introduced to you. The purpose of the ordinance is give paid time off and encourage the participation of these employees in the electoral process.

Employees who may be excused from work will comprise one of three categories. The first includes those employees who work for the Election Board during Primary or General Election Day. These employees typically work in the capacity of Inspector, Clerk, Sheriff, or Judge. They will be required to provide certification from the Election Board that they worked accordingly.

The second category includes employees who may serve as Ward of Precinct officials. Their performance of work on the Primary or General Election Day must be certified by the respective County Chairperson.

The last category involves employees who may assist a candidate or political party on the Primary or General Election Day. Certification of performance of work of these individuals will include signed by the candidate or County Chairperson for whom the employee worked that day.

I hope this ordinance meets with your approval. Should you have any questions regarding this matter, please don't hesitate to call.

cc: Paul Helmke, Mayor  
Greg Purcell, Chief of Staff  
Tim McCaulay, Corporation Counsel

Enclosure

DIGEST SHEET

TITLE OF ORDINANCE GENERAL ORDINANCE

DEPARTMENT REQUESTING ORDINANCE HUMAN RESOURCES

SYNOPSIS OF ORDINANCE ALLOWS THE EXCUSED ABSENCE AND PAID TIME OFF  
TO EMPLOYEES WHO ARE ACTIVELY INVOLVED IN PRIMARY ELECTION AND  
GENERAL ELECTION DAY RELATED SERVICES. ORDINANCE WILL ENCOURAGE  
THE PARTICIPATION IN THE ELECTORAL PROCESS.

EFFECT OF PASSAGE EXCUSED ABSENCE WITH PAY APPROVED FOR EMPLOYEES  
INVOLVED IN PROVIDING PRIMARY ELECTION AND GENERAL ELECTION DAY  
SERVICES.

EFFECT OF NON-PASSAGE PRIMARY ELECTION AND GENERAL ELECTION DAY  
EXCUSED ABSENCES NOT APPROVED.

MONEY INVOLVED (DIRECT COSTS, EXPENDITURES, SAVINGS) \_\_\_\_\_

ASSIGNED TO COMMITTEE (PRESIDENT) \_\_\_\_\_



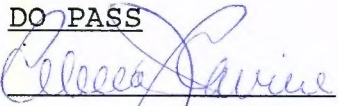
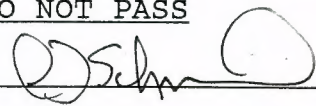
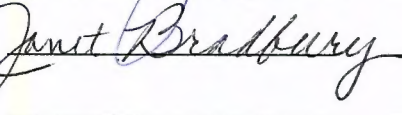
BILL NO. G-94-04-06

REPORT OF THE COMMITTEE ON  
REGULATIONS  
REBECCA J. RAVINE - MARK E. GIAQUINTA - CO-CHAIR  
DONALD J. SCHMIDT  
JANET G. BRADURY

WE, YOUR COMMITTEE ON REGULATIONS TO WHOM WAS

REFERRED AN (ORDINANCE) <sup>XXXXXXXXXXXX</sup> (~~RESOLUTION~~) ALLOWING FOR THE EXCUSED  
ABSENCE AND PAYMENT FOR INDIVIDUALS WHO PROVIDE ELECTION-RELATED  
SERVICES

HAVE HAD SAID (ORDINANCE) (~~RESOLUTION~~) UNDER CONSIDERATION  
AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID  
(ORDINANCE) (~~RESOLUTION~~)

<u>DO PASS</u>	<u>DO NOT PASS</u>	<u>ABSTAIN</u>	<u>NO REC</u>
			
			

DATED: 4-26-94

Sandra E. Kennedy  
City Clerk